

## Online Payment for Wage and Contribution Reports

Online payment for Regular and Adjusted Wage and Contribution Reports is available to each employer's designated Pay P31 Contact. Banking information must be entered and saved and reports must be submitted and accepted online before payments are made available online. This online payment feature is specifically designed to require payment in full for all outstanding Wage and Contribution Reports. Once a Wage and Contribution Report is submitted online and paid online, no other paperwork is required. Instructions on how to set up your banking information and submit payment(s) are listed below.

Log in to your Employer Interactive page by clicking the Secure Employer Login link on the TRF homepage (Figure 1):



Figure 1 – TRF homepage

To enter your banking information click the Maintain Bank Information link on the left side navigation pane (Figure 2). This will take you to the Maintain Bank Information page (Figure 3).

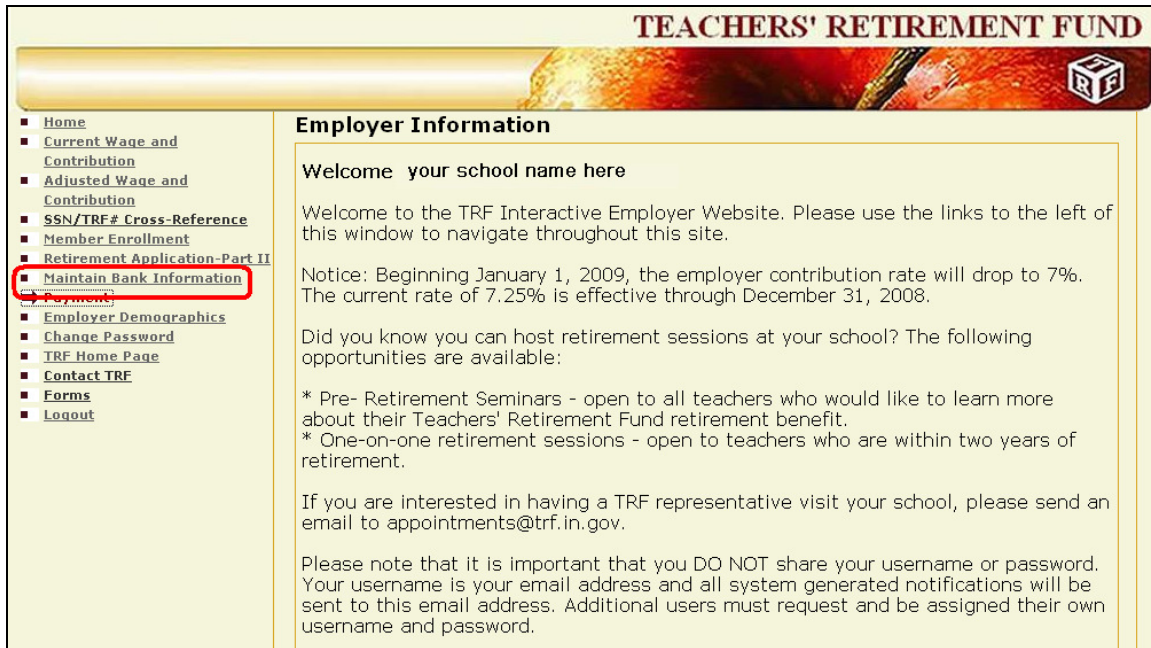


Figure 2 – Maintain Bank Information link circled in red

Multiple bank accounts can be entered if needed. Click the Add button if you are adding more than one bank account. Click the Save button when all banking information has been entered. Each time you change any of your banking information, you will be emailed a confirmation notice that changes have been made.

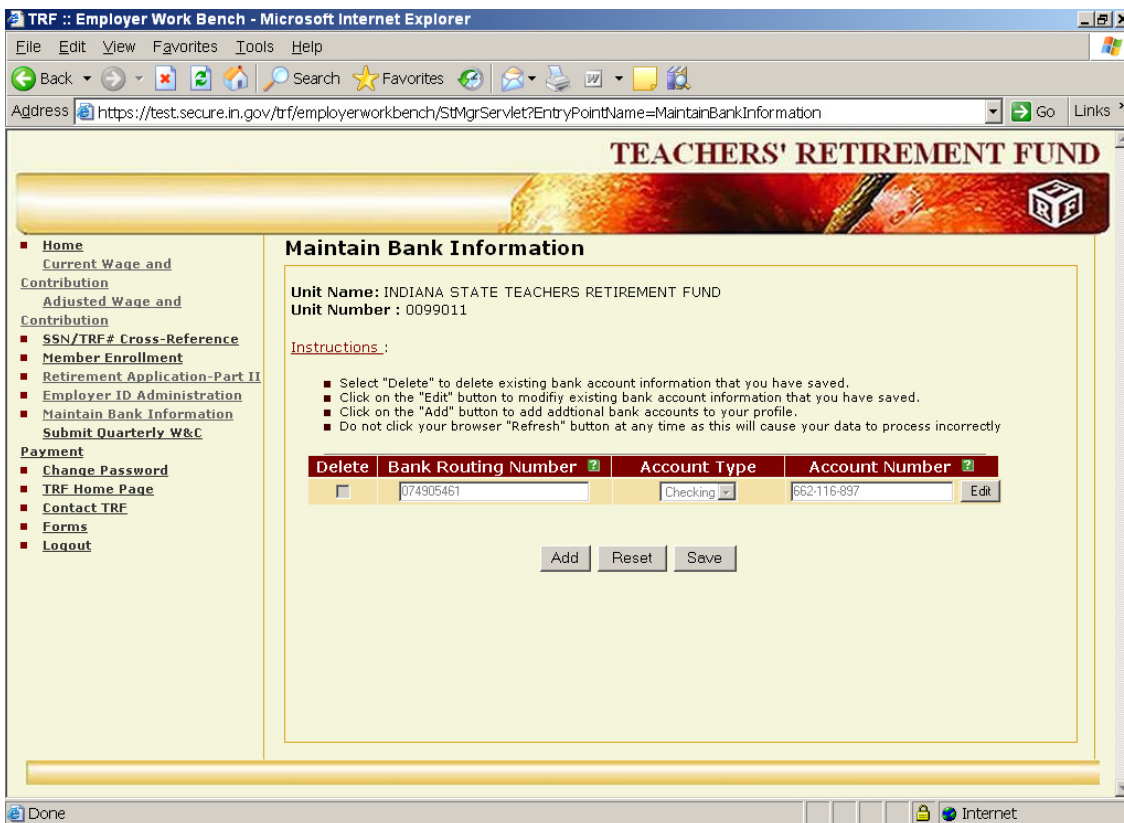


Figure 3 – Maintain Bank Information page

Once all bank account information has been entered and saved, you will be directed to the Confirm Maintain Bank Information page (Figure 4). If all information is accurate, select Confirm Changes. If any information is incorrect, select Cancel and you will be returned

to the Maintain Bank Information page to make corrections. Once you select Confirm Changes on the Confirm Maintain Bank Information page, your bank information is saved.

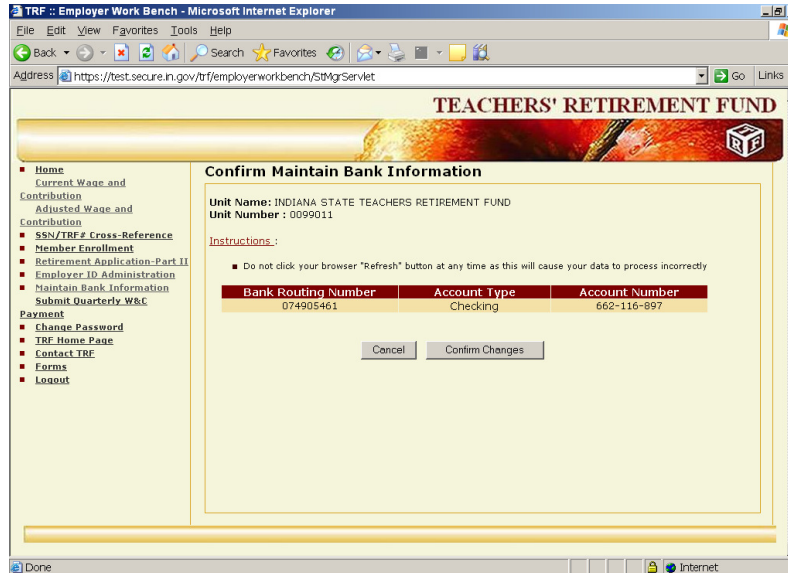


Figure 4 – Confirm Maintain Bank Information page

Payments can only be made for Regular and Adjusted Wage and Contribution Reports that have been submitted and accepted online. Below is an example of the Quarterly Wage and Contribution Payment screen (Figure 5) when no files have been accepted.

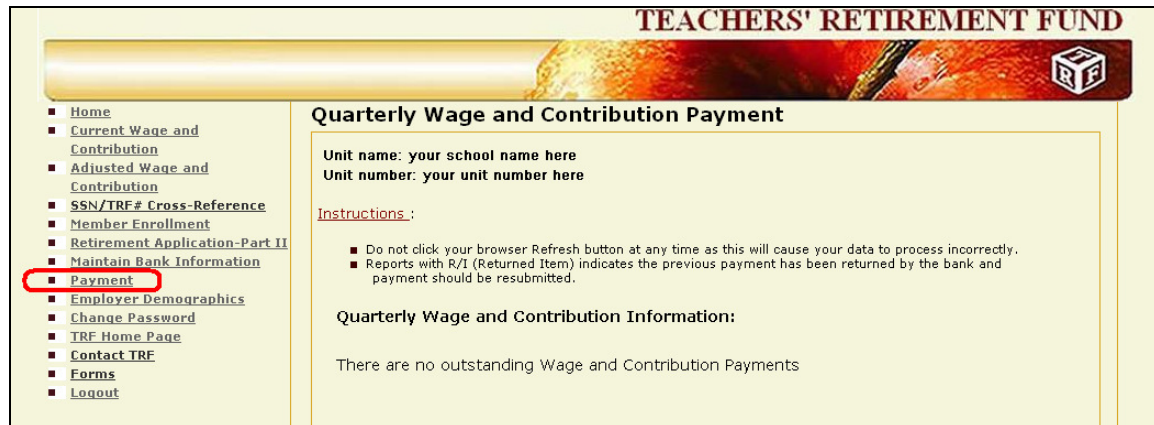


Figure 5 – Quarterly Wage and Contribution Payment page

Below is an example of the Quarterly Wage and Contribution Payment screen when two files have been accepted. Notice there are now three separate links: 06/30/2007 Adjusted Wage and Contribution Details; 6/30/08 Regular Wage and Contribution Details; and Submit Payment(s) (Figure 6). These links indicate that there are two Wage and Contribution Reports that have been accepted and not paid for. The first two links contain the details (Figure 7) for each respective wage and contribution report, and the third link, Submit Payment(s), is where payment is submitted for both reports. Note: The online payment feature is a 'pay all' feature. If there are multiple reports outstanding, this feature will require payment in full, less any existing credits, for all accepted reports. Payments may not be submitted individually for each report unless payment is submitted each time a report is accepted and before another report is accepted.



**TEACHERS' RETIREMENT FUND**

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- [Member Enrollment](#)
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### Quarterly Wage and Contribution Payment

**Unit Name:**  
**Unit Number :**

Instructions :

- Do not click your browser Refresh button at any time as this will cause your data to process incorrectly.
- Reports with R/I (Returned Item) indicates the previous payment has been returned by the bank and payment should be resubmitted.

**Quarterly Wage and Contribution Information:**

[06/30/2007 Adjusted Wage and Contribution Details](#)   ← **Details of reports**

[06/30/2008 Regular Wage and Contribution Details](#)

[Submit Payment\(s\)](#)   ← **link to submit payment**

Note: This online payment feature requires payment for all outstanding Regular and Adjusted Wage and Contribution reports listed above. Reports may not be paid on an individual basis. However, a total payment detail and payment transmittal receipts will be provided for each individual report when you receive your payment confirmation email.

Figure 6 – Quarterly Wage and Contribution Payment page with two accepted reports

The pictures below show the details of each accepted Wage and Contribution Report. These pictures appear if you click on the report detail links on the payment screen.

**06/30/2007 Adjusted Wage and Contribution Details**

<b>Unit Name:</b>	
<b>Unit Number :</b>	
Total Wages	\$1,000.00
Mandatory Post-Tax Contributions @ 3%	\$0.00
Mandatory Pre-Tax Contributions @ 3%	\$30.00
Total Mandatory Contributions	\$30.00
Employee Voluntary Post-Tax Cont.	\$0.00
Employee Voluntary Pre-Tax Cont.	\$0.00
Total Voluntary Contributions	\$0.00
Employer Share(ERP) @ 7.0%	\$70.00
FSP Wages	\$0.00
FSP Contributions @ 7.0%	\$0.00
Total Teachers	1
Total Service Days	15
<b>Total Contribution Due</b>	<b>\$100.00</b>

**06/30/2008 Regular Wage and Contribution Details**

<b>Unit Name:</b>	
<b>Unit Number :</b>	
Total Wages	\$266,369.76
Mandatory Post-Tax Contributions @ 3%	\$0.00
Mandatory Pre-Tax Contributions @ 3%	\$7,991.06
Total Mandatory Contributions	\$7,991.06
Employee Voluntary Post-Tax Cont.	\$0.00
Employee Voluntary Pre-Tax Cont.	\$0.00
Total Voluntary Contributions	\$0.00
Employer Share(ERP) @ 7.25%	\$7,873.35
FSP Wages	\$53,997.10
FSP Contributions @ 7.25%	\$3,914.79
Total Teachers	52
Total Service Days	3380
<b>Total Contribution Due</b>	<b>\$19,779.20</b>

Figure 7 – Details of accepted Wage and Contribution Reports

To submit payment online, click on the Submit Payment(s) link. This will take you to the Submit Wage and Contribution Payment screen (Figure 8). This screen will display the quarterly totals for any outstanding Wage and Contribution Reports, any credits you have, the total payment due, and your banking information. To make payment, the Pay P31 Contact will need to select the bank account that you would like your payment to be debited from for each contribution type. Once you have selected the bank account(s) for payment to each contribution type, select Submit Payment to send your payment. If a credit exists on your account, it will appear above the table where the payment details are listed along with instructions on how the credit is utilized. In the example below, there is a credit of \$36.57 that was used towards the ER Share Contribution payment.

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## Submit Wage and Contribution Payment

**Unit Name:** ARGOS COMM SCHOOLS

**Unit Number :** 0050009

Instructions :

- To submit payment for quarterly Wage and Contributions, verify the information below and select the individual bank account numbers for each contribution payment and click the **Submit** button.
- Do not click your browser Refresh button at any time as this will cause your data to process incorrectly
- Verify that your bank account information is correct before submitting payment. If you need to view, set up or make changes to your bank account information, use the Maintain Bank Information link.
- Do not submit payment unless funds are currently available for full payment of all outstanding reports.

Note:

- This is a Pay All feature. Payment for all outstanding reports must be submitted in full, less any existing credits. Individual reports may not be paid separately.
- Click the Submit Payment button only once.
- Do not click the browser Refresh button at anytime, as this may cause data to process incorrectly.
- R/I indicates a payment has been returned by the bank and needs to be resubmitted.

06/30/2007 - Adjustment	Totals
Total Wages	\$1,000.00
Mandatory Post-Tax Contributions @ 3%	\$0.00
Mandatory Pre-Tax Contributions @ 3%	\$30.00
Total Mandatory Contributions	\$30.00
Employee Voluntary Post-Tax Cont.	\$0.00
Employee Voluntary Pre-Tax Cont.	\$0.00
Total Voluntary Contributions	\$0.00
Employer Share(ERP) @ 7.0%	\$70.00
FSP Wages	\$0.00
FSP Contributions @ 7.0%	\$0.00
Total Teachers	1
Total Service Days	15
Total Contribution Due	\$100.00

06/30/2008 - Regular	Totals
Total Wages	\$266,369.76
Mandatory Post-Tax Contributions @ 3%	\$0.00
Mandatory Pre-Tax Contributions @ 3%	\$7,991.06
Total Mandatory Contributions	\$7,991.06
Employee Voluntary Post-Tax Cont.	\$0.00
Employee Voluntary Pre-Tax Cont.	\$0.00
Total Voluntary Contributions	\$0.00
Employer Share(ERP) @ 7.25%	\$7,873.35
FSP Wages	\$53,997.10
FSP Contributions @ 7.25%	\$3,914.79
Total Teachers	52
Total Service Days	3380
Total Contribution Due	\$19,779.20

**Credit Notice :**

- You have a credit balance. The credit balance is being applied first to your ER Share payment. If the credit balance exceeds the ER Share owed at this time, the remaining credit balance will be applied to the other outstanding Wage and Contribution payments. This continues until the credit balance is \$0.

Send questions or requests via email to [p31email@trf.in.gov](mailto:p31email@trf.in.gov).

**Total Credit : \$36.57**

Contribution Type	Contribution Total	Payment Due	Account Number
Total Employer Share	\$7,943.35	\$7,906.78	<input type="text" value="Please Select Acct No"/>
Total Mandatory Contributions	\$8,021.06	\$8,021.06	<input type="text" value="Please Select Acct No"/>
Total Voluntary Contributions	\$0.00	\$0.00	<input type="text" value="Please Select Acct No"/>
Total FSP Contributions	\$3,914.79	\$3,914.79	<input type="text" value="Please Select Acct No"/>
<b>Total Payment</b>	<b>\$19,879.20</b>	<b>\$19,842.63</b>	

click submit payment only once

**Bank Information :** [Maintain Bank Information](#)

Bank Routing Number	Account Type	Account Number
074000010	Checking	#####8789
021000021	Savings	#####9798

Figure 8 – Submit Wage and Contribution Payment Screen

Once payment has been submitted, you will be directed to the Wage and Contribution Payment Confirmation Screen (Figure 9). This screen simply confirms that we have received your payment.

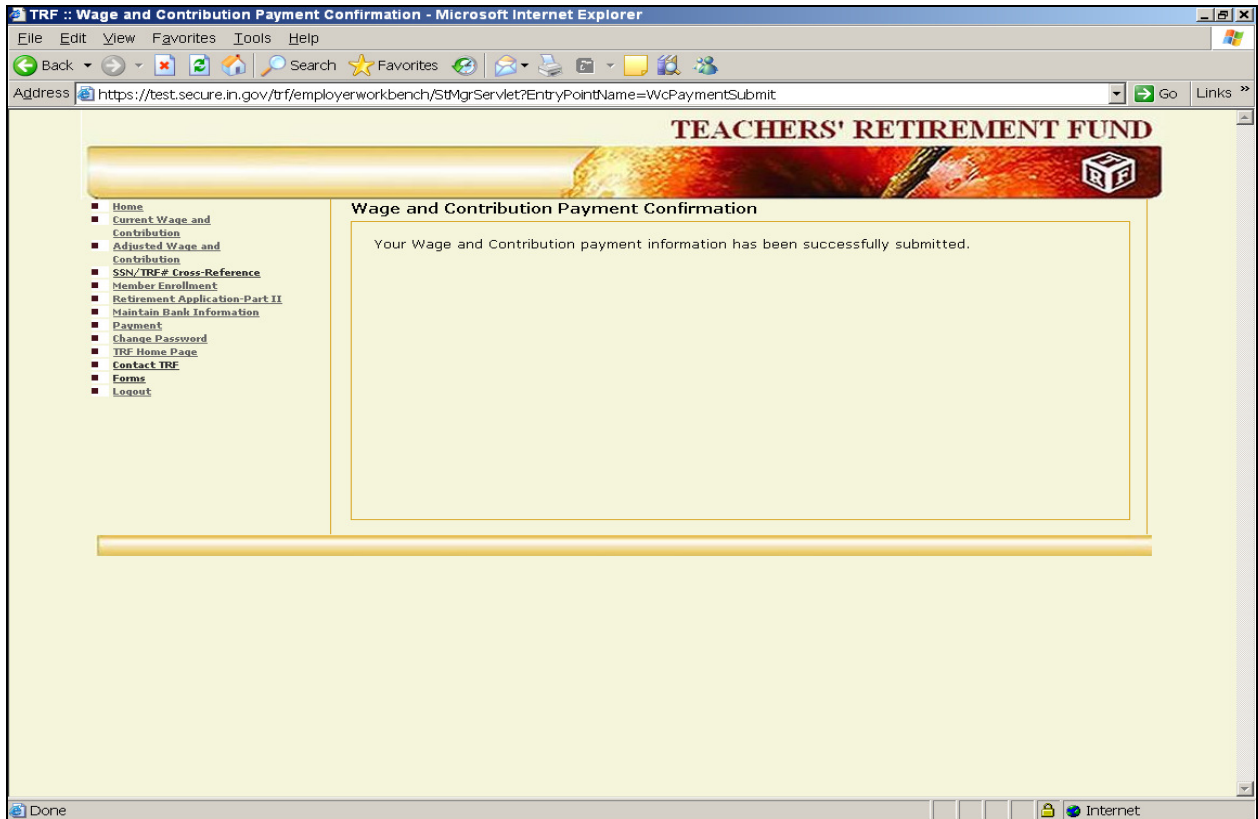


Figure 9 – Wage and Contribution Payment Confirmation page

You will also receive a payment confirmation via email with additional details for your records, as seen in Figure 10 and Figure 11. Figure 10 shows the confirmation email. The confirmation email will include payment transmittal receipts as attachments for each report for which payment is submitted. In this example there was a payment submitted for both an Adjusted and Regular Wage and Contribution Report. Figure 11 shows the email attachment for the Adjusted Wage and Contribution payment transmittal. It is recommended that you keep a copy of the transmittal receipts for your records.

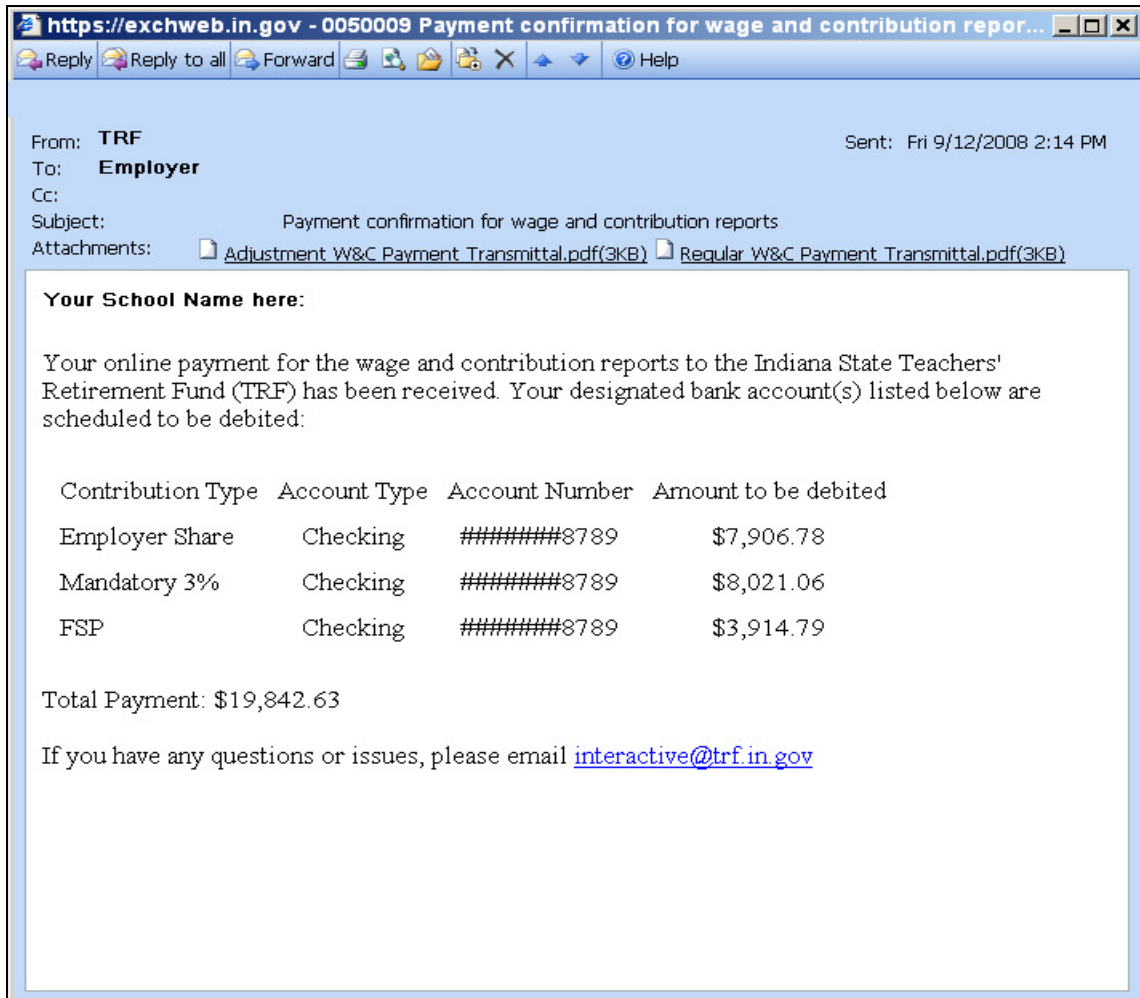


Figure 10 – Payment Confirmation Email

Name of School : Your school name here

Unit Number : Your unit number here

**06-30-2007 Adjusted wage and contribution report**

**Report Totals**

Total Wages	\$1,000.00
Mandatory Post-Tax Contributions @ 3%	\$0.00
Mandatory Pre-Tax Contributions @ 3%	\$30.00
Total Mandatory Contributions	\$30.00
Employee Voluntary Post-Tax Cont.	\$0.00
Employee Voluntary Pre-Tax Cont.	\$0.00
Total Voluntary Contributions	\$0.00
Employer Share(ERP) @ \$7.00%	\$70.00
FSP Wages	\$0.00
FSP Contributions @ \$7.00%	\$0.00
Total Teachers	1
Total Service Days	15

**Credit Amount :\$0.00**

Contribution Type	Contribution Total	Payment Due	Account Number to be debited from
Total Employer Share	\$70.00	\$70.00	#####8789
Total Mandatory Contribution	\$30.00	\$30.00	#####8789
Total Voluntary Contributions	\$0.00	\$0.00	
Total FSP Contributions	\$0.00	\$0.00	#####8789
Total Payment	\$100.00	\$100.00	
Submitted by: jim gray		Payment Date: 09-12-2008	
Email Address: jgray@trf.in.gov		Phone Number: (111) 111-1111	

Disclaimer: I hereby certify that the quantity gross salary, annuity account contribution, and retirement funding are correct for the teacher(s) and administrator(s) who are eligible for membership and service credit in the Indiana State Teachers' Retirement Fund.

**Figure 11 – Payment Transmittal Receipt**

If, for any reason a payment is returned by the bank to your designated Wage and Contribution Administrator, TRF will be in contact with you to discuss why the payment was returned. Also, the appropriate link(s) will repopulate on the Quarterly Wage and Contribution Payment screen. However, the report details link(s) will be identified with an R/I (Returned Item) designation. This indicates that payment is required due to a Returned Item by the bank. Once payment has been resubmitted for the R/I the confirmation of payment process is repeated. All reports and/or payments for Returned Items will be designated by R/I.

**Reports that do not require payment:**

If a Wage and Contribution Report is submitted and there is no payment needed, the Pay P31 Contact must still log into your Employer Interactive page and confirm the transaction. These situations can occur when there is an existing credit in the employer's account that is greater than the amount of contributions being reported, when there are adjustments to service days only, and any other correction where the sum change in contributions is zero. To complete these transactions, the Pay P31 contact must select the Payment link to get to the Submit Wage and Contribution Payment Screen (Figure 12). In this example, the page displays the details for the outstanding Wage and Contribution Report(s), total credit, and the Confirmation button. There are no bank accounts to select since there is no payment required. In the example below, the total contributions due are \$30.00 and the total credit in the account is \$111.14, so there is no payment needed. At



this point, the Pay P31 Contact only needs to click the Confirm button to complete the transaction.

12/31/2007 - Adjustment	Totals
Total Wages	\$1,000.00
Mandatory Post-Tax Contributions @ 3%	\$0.00
Mandatory Pre-Tax Contributions @ 3%	\$30.00
Total Mandatory Contributions	\$30.00
Employee Voluntary Post-Tax Cont.	\$0.00
Employee Voluntary Pre-Tax Cont.	\$0.00
Total Voluntary Contributions	\$0.00
Employer Share(ERP) @ 7.25%	\$0.00
FSP Wages	\$0.00
FSP Contributions @ 7.25%	\$0.00
Total Teachers	1
Total Service Days	1
Total Contribution Due	\$30.00

Credit Notice :  
■ You have a credit balance. The credit balance is being applied first to your ER Share payment. If the credit balance exceeds the ER Share owed at this time, the remaining credit balance will be applied to the other outstanding Wage and Contribution payments. This continues until the credit balance is \$0.  
Send questions or requests via email to [p31email@trf.in.gov](mailto:p31email@trf.in.gov).

**Total Credit : \$111.14**

There are no outstanding Wage and Contribution payments due at this time. Click the Confirm button to complete your transaction. Please note, by clicking the Confirm button you are also authorizing the use of an existing credit balance where applicable.

Figure 12 – Submit Wage and Contribution Payment screen when no payment is needed